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ABSTRACT

The course outline guides the teacher in presenting to students the skills necessary to become proficient in the use of the collator. It is highly desirable for the student to have mastered introductory and advanced keypunch courses before beginning the collator operation course, which is one of a series of four preparing the student for employment using unit record equipment. The first week of the course reviews data processing principles, the purpose of the collator, and the operations it can perform. In the following 8 weeks the student learns control panel wiring principles and how to operate the collator in six general classifications. The course is designed for daily 1-hour meetings for 45 clock hours. The course outline consists of four blocks of instruction which are subdivided into several hours each. (Author/AJ)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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Course Outline
DATA PROCESSING TECHNOLOGY - 8025
(Collator Operation - Basic)
Department 73 - Quin 8025.13
8120.03 (old)

DADE COUNTY PUBLIC SCHOOLS
DIVISION OF INSTRUCTION • 1973

ED 095378

D A D E C O U N T Y P U B L I C S C H O O L S

1 4 5 0 N O R T H E A S T S E C O N D A V E N U E

M I A M I, F L O R I D A 33132

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county office of

VOCATIONAL AND ADULT EDUCATION

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Dade County Public Schools
Miami, Florida 33132

March, 1973

Published by the School Board of Dade County

Course Description

8025	73	8025.13	Collator Operation - Basic
State Category Number	County Dept. Number	County Course Number	Course Title

This is a course in which the student will learn operations of the collator and the principles of control panel wiring. It is highly desirable for the student to have already taken Keypunch and Verifier (8025.11) and Sorter and Advanced Keypunch (8025.12).

Clock Hours: 45

PREFACE

The following quinmester course outline is a guide for the instructor to present to students the skills necessary to become proficient in the operation of the collator. This course is designed for the 10th, 11th or 12th grade student. Collator Operation is one of a series of four quins that could be taken to prepare the student for employment using unit record equipment.

The first week of the course provides a short review of data processing principles, the purpose of the collator and the operations it can do. The following eight weeks the student will learn control panel wiring principles and how to operate the collator in six general classifications.

In presenting the material outlined in this course, the instructor uses lecture, presentations, student participation, demonstration and student projects as methods of instruction.

The class meets one hour per day for 45 clock hours. This outline consists of four blocks of instruction which are subdivided into several units each.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Committee and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

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with Suggested Hourly Breakdown

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BLOCK

I. ORIENTATION (1 Hour)
- Familiarizing the Student with School Regulations and Course Objectives . . . 1
- Explaining Regulations in the Use of Equipment and Materials . . . 1

II. REVIEW OF PUNCHED CARD DATA PROCESSING (4 Hours)
- Punched Card . . . 1
- Keypunch, Verifier, and Sorter . . . 1

III. COLLATOR (35 Hours)
- Purpose . . . 1
- Operations . . . 1
- Machine Operating Features . . . 1
- Operating Principles . . . 2
- Control Panel Wiring . . . 2
- Operating Procedures . . . 2
- Operating Suggestions and Precautions . . . 2

IV. QUINMESTER POST-TEST (5 Hours)

APPENDIX: QUINMESTER POST-TEST SAMPLE . . . 7

GOALS

The student must be able to demonstrate:

1. Knowledge of the punched card and associated equipment.
2. The skills necessary to wire the control panel.
3. The ability to operate the collator under simulated job conditions.

SPECIFIC BLOCK OBJECTIVES

BLOCK I - ORIENTATION

The student must be able to:

1. Explain orally or in writing what is expected of him as a student collator operator.
2. Demonstrate proper use of equipment and materials.

BLOCK II - REVIEW OF PUNCHED CARD DATA PROCESSING

The student must be able to:

1. Explain orally or in writing his knowledge of the punched card and its applications.
2. Exhibit the ability to operate the keypunch, verifier, and sorter.

BLOCK III - COLLATOR

The student must be able to:

1. Explain orally or in writing the purpose of the collator.
2. Describe in detail the operations of the collator.
3. Point out and explain the operating features of the collator.
4. Describe and diagram the operating principles of the collator.
5. Demonstrate the ability to wire the control panel.
6. Explain the operating procedures of the collator by performing a sample job.

BLOCK IV - QUINMESTER POST-TEST

The student must be able to:

1. Satisfactorily complete the quinmester post-test.

Course Outline

DATA PROCESSING TECHNOLOGY - 8025
(Collator Operation - Basic)

Department 73 - Quin 8025.13
8120.03 (old)

I. ORIENTATION

A. Familiarizing the Student with School Regulations and Course Objectives
   1. School policy rules and facilities of the school
   2. Objectives and requirements of the course
   3. Methods and techniques of presenting instruction

B. Explaining Regulations in the Use of Equipment and Materials
   1. Safety practices in the use of equipment
   2. Care of equipment and materials
   3. Classroom procedures and cleanliness of work area

II. REVIEW OF PUNCHED CARD DATA PROCESSING

A. Punched Card
   1. Codes
   2. Use in record keeping

B. Keypunch, Verifier, and Sorter
   1. Purpose
   2. Operating procedures

III. COLLATOR

A. Purpose
   1. Verify accuracy of sorting
   2. Combine card files for reports

B. Operations
   1. Merging
   2. Matching
   3. Selecting
   4. Sequence checking
   5. Merging with selection
   6. Blank column detection

C. Machine Operating Features
   1. Main line switch
   2. Operating keys and lights
      a. Start key
      b. Stop key
      c. Run-out key
      d. Error light
      e. Reset key

f. Ready light
g. Blank column detection 1
h. Blank column detection 2

3. Hoppers
   a. Primary
   b. Secondary
4. Pockets
5. Operating speed
6. Advantages
7. Limitations
8. Theory of operating collator

D. Operating Principles
   1. Schematic diagram
   2. Analysis chart

E. Control Panel Wiring
   1. Purpose of control panel
   2. Hubs
      a. Selector-sequence
      b. Read
      c. Functional entries
      d. Selectors
      e. Comparing entries
      f. Switches
      g. Control inputs
      h. Restore
      i. Blank column detection

F. Operating Procedures
   1. Determining type of operation to be performed
   2. Arranging the cards to be processed so that no confusion will occur in handling the files
   3. Making sufficient preparation for temporary storage space
   4. Plugging the cord to the proper source of current and turn on the main line switch
   5. Inserting proper control panel in the receptacle and close the door
   6. Taking complete test according to the requirements of the operation
   7. Joggle cards and place them in the proper hopper, face down, 9-edge first
   8. Press the start key for 3 machine cycles
   9. Watch the hoppers and stackers in order to load and empty the machine as required without loss of machine time
   10. In the event of an error stop, in order to find the misfiled card
      a. Remove the cards from both the hopper(s) and stacker(s)
      b. Press the ERROR RESET key
      c. Press the RUN-OUT key to run the cards out of the machine
      d. Check the cards for the misfiled card(s)
      e. File the checked cards manually

G. Operating Suggestions and Precautions
   1. Aligning cards perfectly
   2. Avoiding overloading hoppers

III. COLLATOR (Contd.)

3. Sequence checking of the files to be merged
4. Using STOP key to stop card feeding, not main line switch
5. Following correct operation when card fails to feed

IV. QUINMESTER POST-TEST

BIBLIOGRAPHY
(Collator Operation - Basic)

Basic References:

1. IBM Reference Manual - IBM 85 and 87 Collator. Form A24-1005-2. White Plains, New York: International Business Machines Corporation, 1960. Pp. 115.

2. IBM Student Text - An Introduction to IBM Punched Card Data Processing. Form F20-0074-0. White Plains, New York: International Business Machines Corporation, n.d. Pp. 20.

Supplementary Reference:

3. IBM Reference Manual - IBM Operators' Guide. Form A24-1010-0. White Plains, New York: International Business Machines Corporation, 1959. Pp. 143.

A P P E N D I X

Quinmester Post-Test Sample

Quinmester Post-Test

The student must be able to satisfactorily wire the control panel and operate the collator in 3 of the 6 basic operations under simulated job conditions.